



1. General information about the person concerned by the assessment

| | | | | | |
|--|-----------------------------|------------------------------|---------------|-------------------------------------|-------------|
| Last name | | First name | | First and last names generally used | |
| Date of birth <small>yyyy-mm-dd</small> | Sex M F Non-binary | Current health insurance no. | | Institution file no. | |
| Address <small>no., street, city</small> | | | | | Postal code |
| Tel. no. at home | | Mobile no. | Email address | | |

2. Notice from the competent person of the establishment

This report, consisting of a medical assessment, a psychosocial assessment, and this notice, concludes that the person concerned by the assessment is incapable and in need of representation.

3. Transmission of the report (notice, medical assessment, and psychosocial assessment)

I am sending this report to the Curateur public because:

- there are no known people close to the person concerned.
- the appointment of someone close to them is not in the best interest of the person concerned.
- the people close to them who were consulted are not interested.

Transmission to the person concerned:

A copy of this report will be sent to the person concerned by the assessment.

For exceptional reasons, a copy of this report cannot be given to the person concerned by the assessment. A copy of this report will therefore be placed in their record.

Justify: _____

4. Person close to them informed

Has someone close to the person concerned by the assessment been informed that the report will be sent to the Curateur public?
Yes No (specify the reason) :

| | | | |
|--|---------------------------------------|---|---------------|
| Date on which the person close to them was informed <small>aaaa-mm-jj</small> | Last name of the person close to them | First name of the person close to them | |
| Relationship to person concerned | | Telephone no. of person close to them (daytime) | Ext. |
| Address <small>no., street, city</small> | | Postal code | Email address |

5. General information about the competent person* who completed this notice

| | | | |
|--|------|------------|--------------------------------|
| Last name | | First name | |
| Title | | | |
| Name of institution | | | |
| Tel. no. at work | Ext. | Fax no. | Email address |
| Complete address <small>institution name, number, street, city</small> | | | Postal Code |
| Signature (digital or blue ink) | | | Date <small>yyyy-mm-dd</small> |

Instructions

Important: This notice is mandatory when the intervention of the Curateur public is recommended. The notice from the competent person of the establishment, the medical assessment, and the psychosocial assessment constitute the Executive director's report as stipulated in the Act.

Section 2: Notice from the competent person of the establishment

While the assessors are entitled to their separate professional opinions, the court will make its decision based on the evidence submitted to it. Considering the impact of the incapacity assessment on the person's rights, it is important to encourage assessors to share their conclusions with each other, to ensure a degree of consistency in the information contained in the Competent person of the establishment's report.

Section 3: Transmission of the report

By law, the person concerned must be given a copy of the report, consisting of the notice, the medical assessment, and the psychosocial assessment ([CCQ, Art. 270](#)). Not giving the report to the person concerned should be an exceptional situation.

Section 4: Person close to them informed

By law, someone close to the person concerned must be informed that the report has been sent to the Curateur public du Québec ([CCQ, Art. 270](#)). That person cannot be the director of the person concerned's living environment.

Section 5: General information about the competent person who completed this notice

* For the purposes of this form, a "competent person of the establishment" has the following meanings:

- In accordance with the *Act respecting the governance of the health and social services system* (c. G-1.021):
 - > For a public institution: the medical and professional services director, under the immediate authority of the president-CEO.
 - > For a private institution: the highest-ranking executive.
- In accordance with the *Act respecting health services and social services for Cree Native persons* (c. S-5):
 - > For a public institution: the executive director, under the authority of the board of directors, or the professional services director, where applicable.
 - > For a private institution: the executive director.
- In accordance with the *Act respecting health services and social services for the Inuit and Naskapi* (c. S-4.2):
 - > For a public institution: the professional services director, under the authority of the executive director.
 - > For a private institution: the executive director.

Transmission instructions

Important : The information contained in this form and its appendices, where applicable, is highly confidential. It is therefore necessary to ensure its confidentiality at all stages, including the production of the assessment reports and their transmission within the institution and to authorized recipients, in accordance with professional standards and applicable laws.

In the case of an **application to institute a public tutorship (by the Curateur public)**, it is **mandatory** to produce this notice:

- Send the original report (notice from the competent person of the establishment, medical assessment, and psychosocial assessment) to the Curateur public, which will file the application in court.
- Send a copy of the report (all three parts) to the person concerned and keep a copy on file at the institution.

In the context of an **application for the opening of private tutorship (by relatives) or an application for homologation of a mandate, this opinion is not necessary**. If it is still used, in particular to harmonize a procedure within the establishment:

- **Do not send this notice or the Competent person of the establishment's report to the Curateur public.**
- Make sure that the original assessments (medical and psychosocial) have been sent to the applicant who has attested under oath that they intend to apply for the institution of a tutorship or the homologation of a mandate ([ARHSSS, Sect. 25 \[c. R-22.1\]](#)).
- Make sure that a copy of the assessments (medical and psychosocial) and a copy of this notice have been sent to the person concerned and keep a copy on file at the institution.